

MSOffice WORD



Microsoft® Office® 2013

Objectives:

- Identify parts of the Word screen
- Name and save a document
- Key text into a document
- Edit text
- Print a document
- Close a document
- Modify font size, style, and color
- Align paragraphs
- Create numbered and bulleted lists

The Word screen contains

Title bar

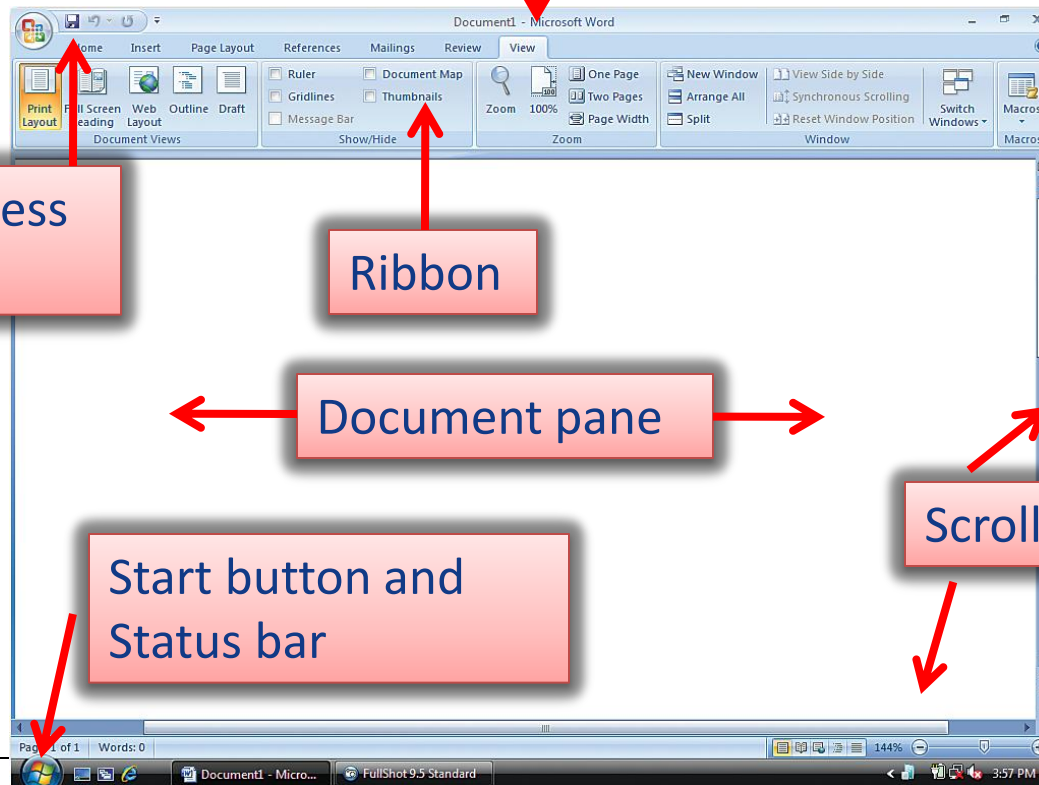
Quick Access
Toolbar

Ribbon

Document pane

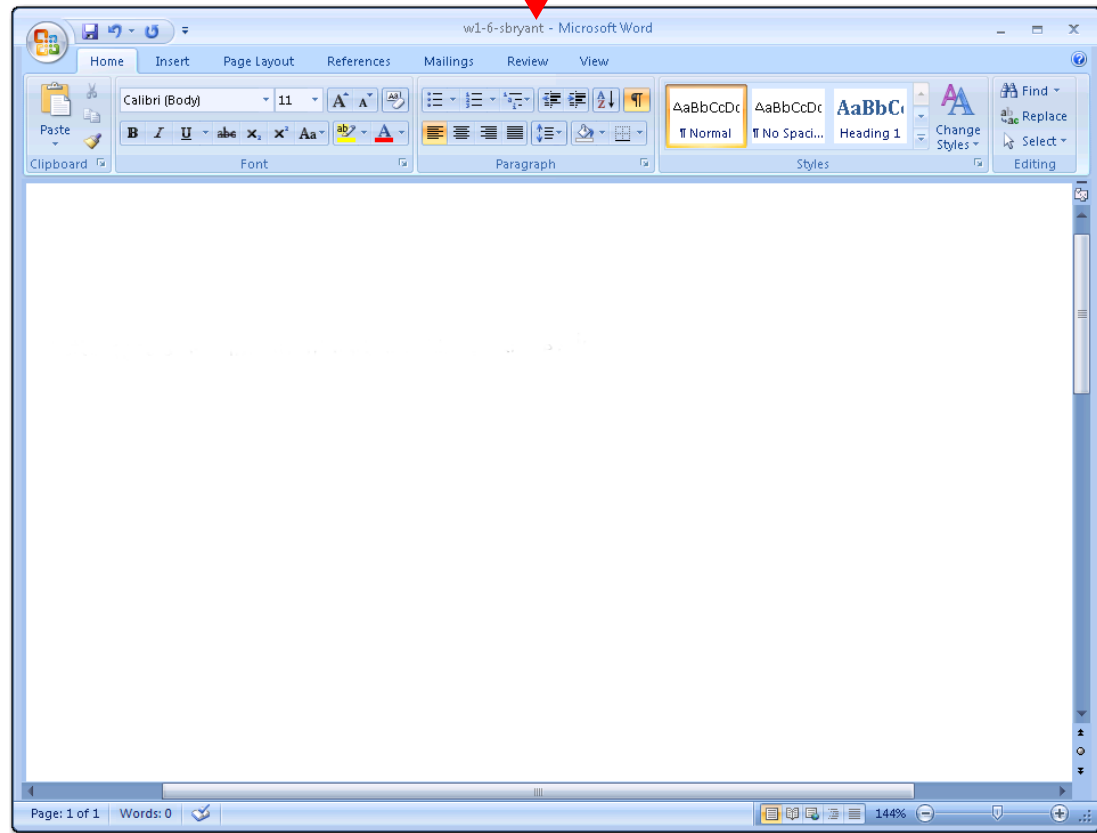
Start button and
Status bar

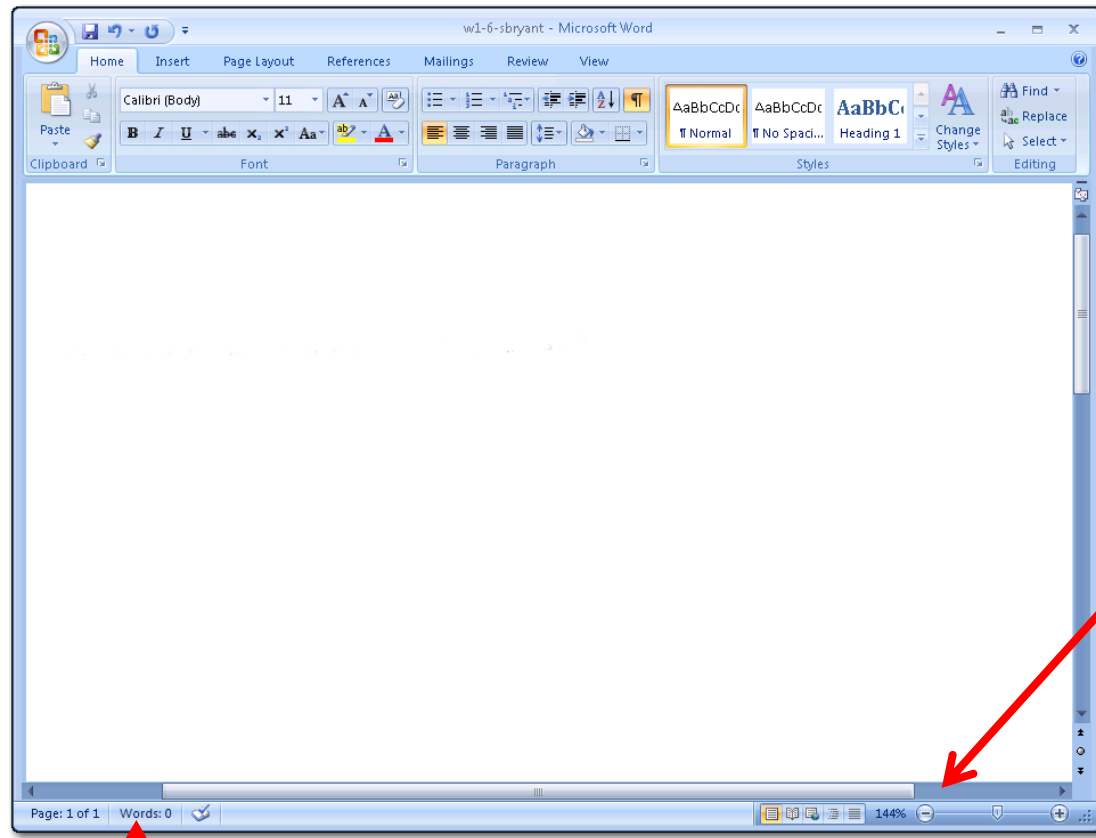
Scroll bars



The bar at the top of the screen is called the **title bar**.

The title bar displays the name of the current document or file.

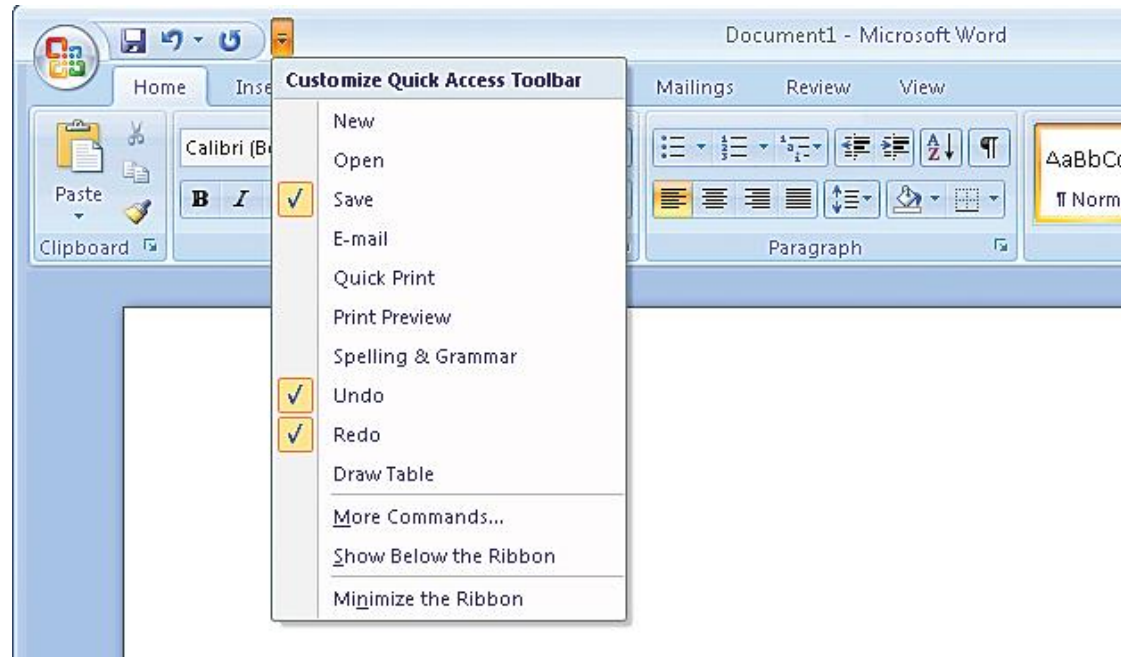




Scroll bars move a document up and down or left and right on the screen.

The **status bar** displays the current page and total page count.

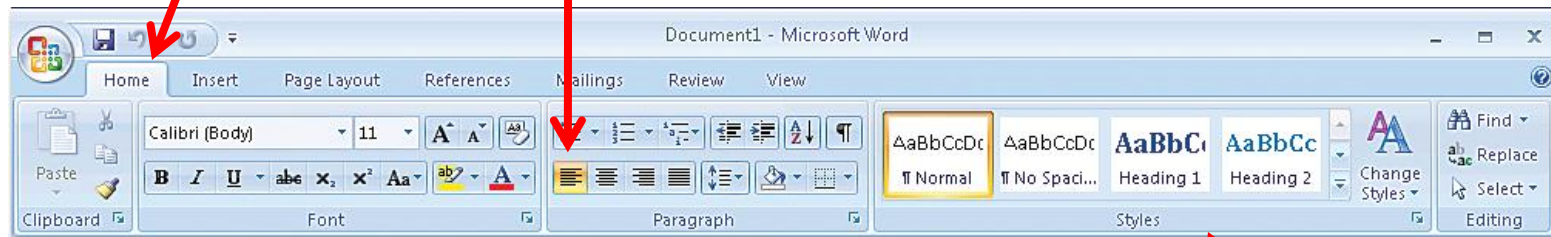
The **Quick Access Toolbar** is a customizable toolbar for easy access to your most commonly used command buttons.



The **Ribbon** is a panel that organizes commands into tabs and groups.

Tab

Button

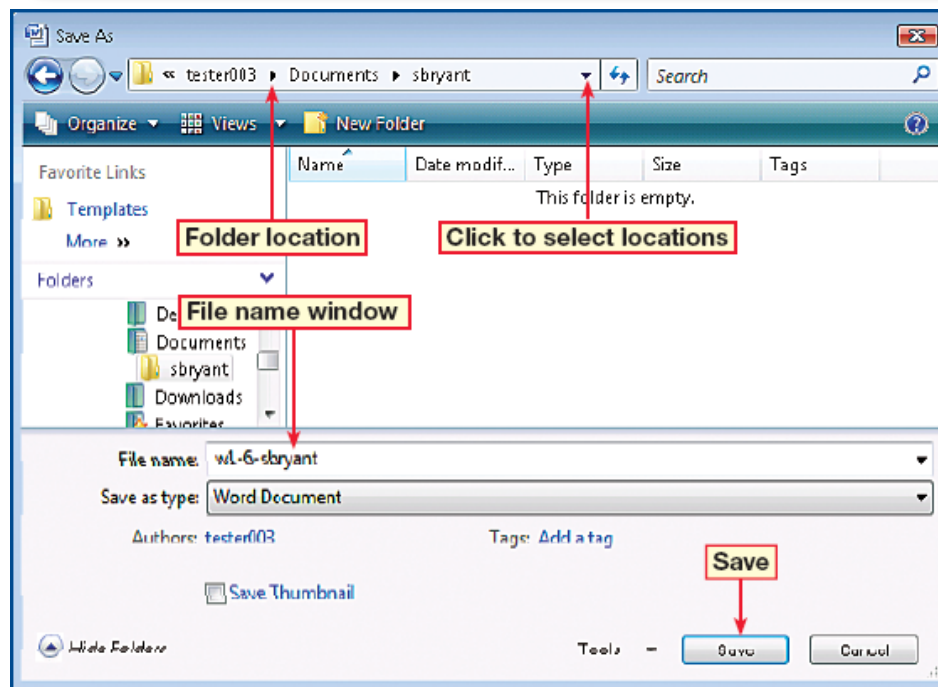


The Ribbon is designed to help you quickly find a **button**, which is a small icon that can be clicked to perform various tasks.

Group

File management includes:

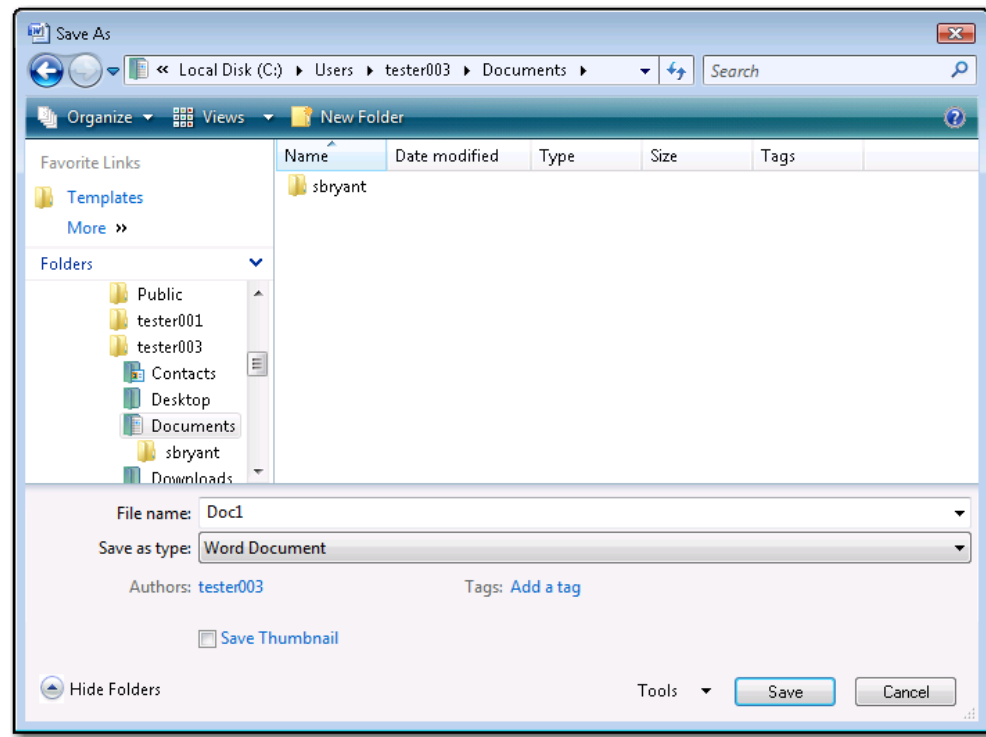
Naming and saving documents.



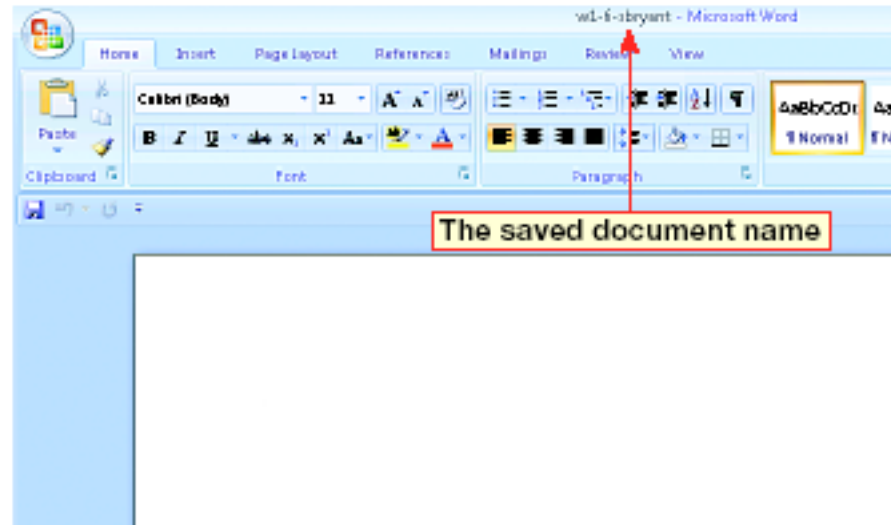
Creating and organizing folders so that work can be easily saved and located.

A **folder** is an item that helps you organize files.

To create a new folder, click the Office Button and choose **Save As**.

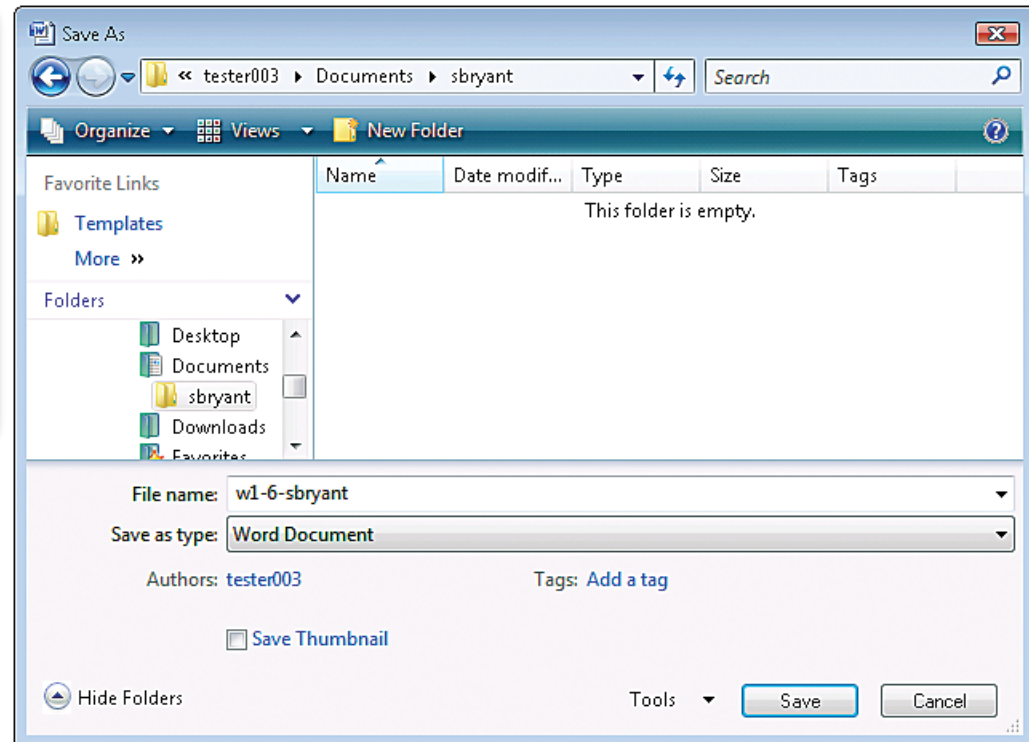


To save a document with its current name, click the **Save** button on the Quick Access Toolbar.



If you want to rename the document, use the **Save As** command.

Use the **Save As** dialog box to name and save a document so that you can find it and work on it again.



You should save your document every 5 to 10 minutes to protect your work from being lost.

In a Word document, you can...



Undo or redo actions.

The screenshot shows the Microsoft Word interface with the title bar 'w1rev-sbryant2 - Microsoft Word'. The ribbon includes tabs for 'File', 'Home', 'Insert', 'Layout', 'References', 'Mailings', 'Review', and 'View'. The 'Home' tab is active, showing the 'Clipboard' group with 'Paste' and 'Clipboard' buttons, and the 'Font' group with options for font face, size, bold, italic, underline, and color. The 'Paragraph' group is also visible. The main text area contains the sentence 'Knowing how to insert new text is part of learning Word.' with a cursor at the end. Several callout boxes are overlaid on the interface, each pointing to a specific feature or action.

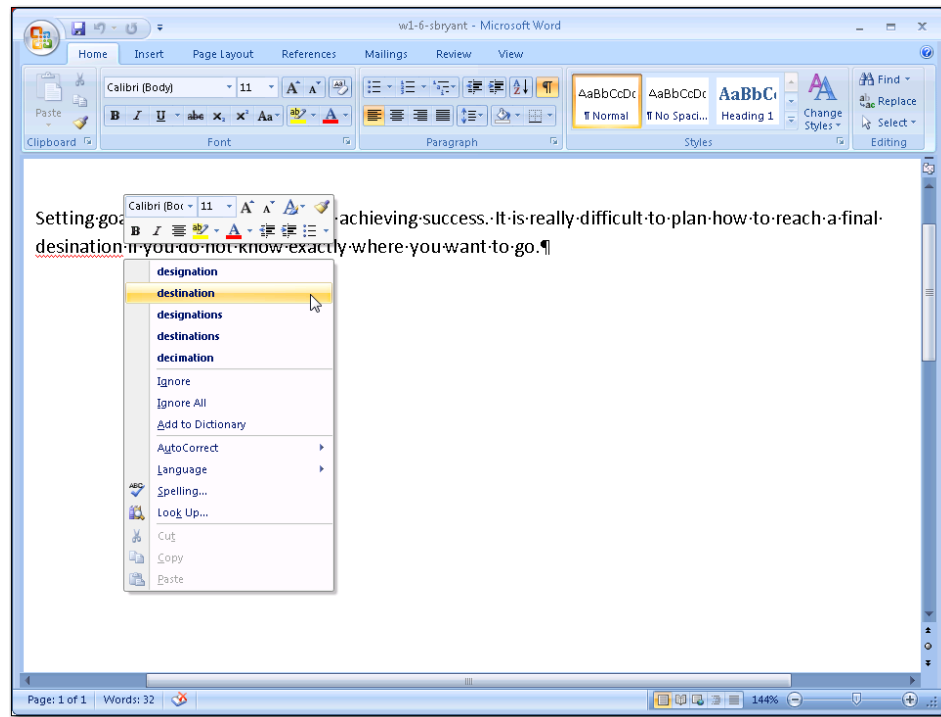
Correct spelling errors.

Edit text.

Delete text.

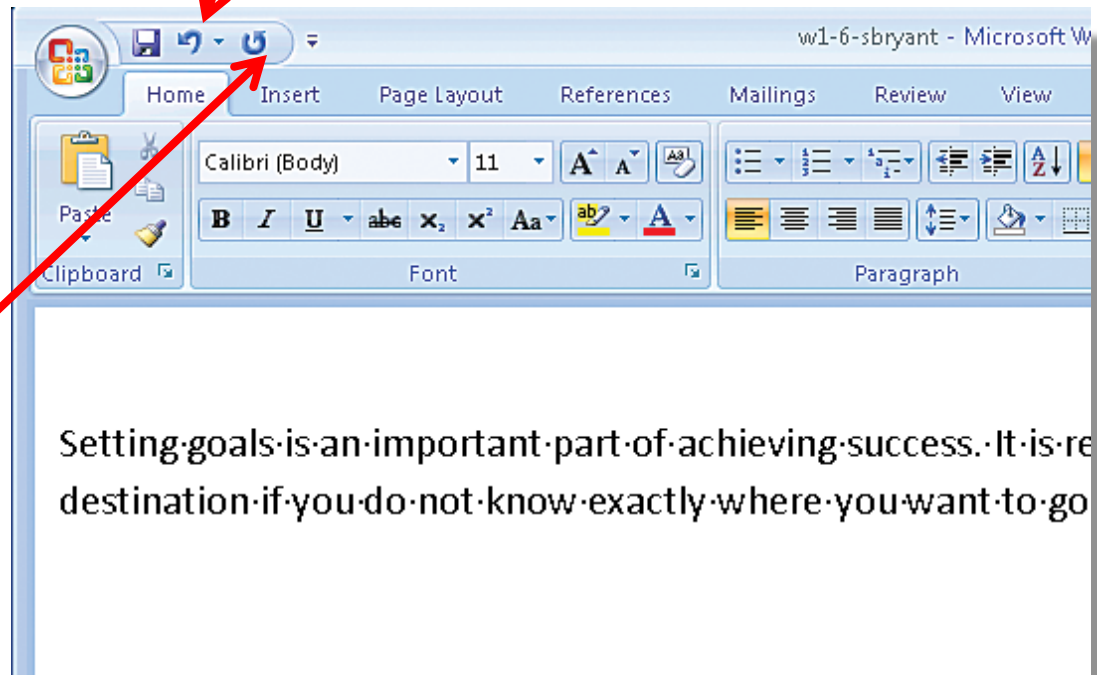
Print and close a document.

A wavy red line under a word indicates that the word may be misspelled.
Use **Spell Check**



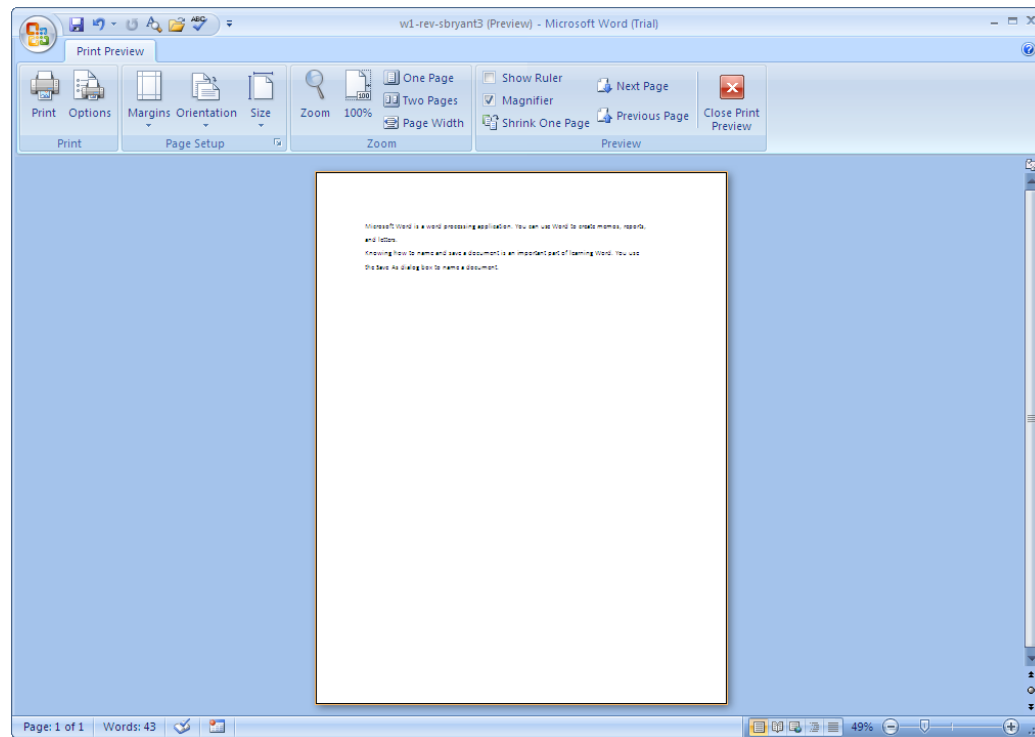
To erase a change you have just made to a document, click the **Undo** button.

To restore a change, click **Redo**.



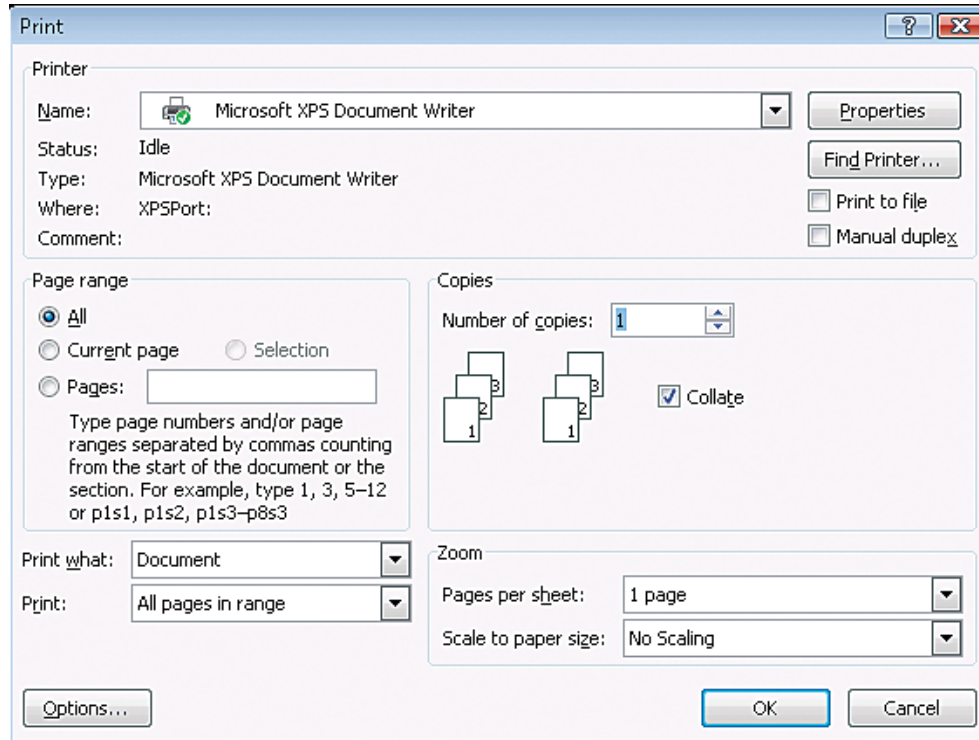
To print a document, first
choose **Print Preview**.

Print Preview
allows you to
see the page
as it will
appear when
printed.



Once you are satisfied with the document, click **Print** to open the **Print** dialog box.

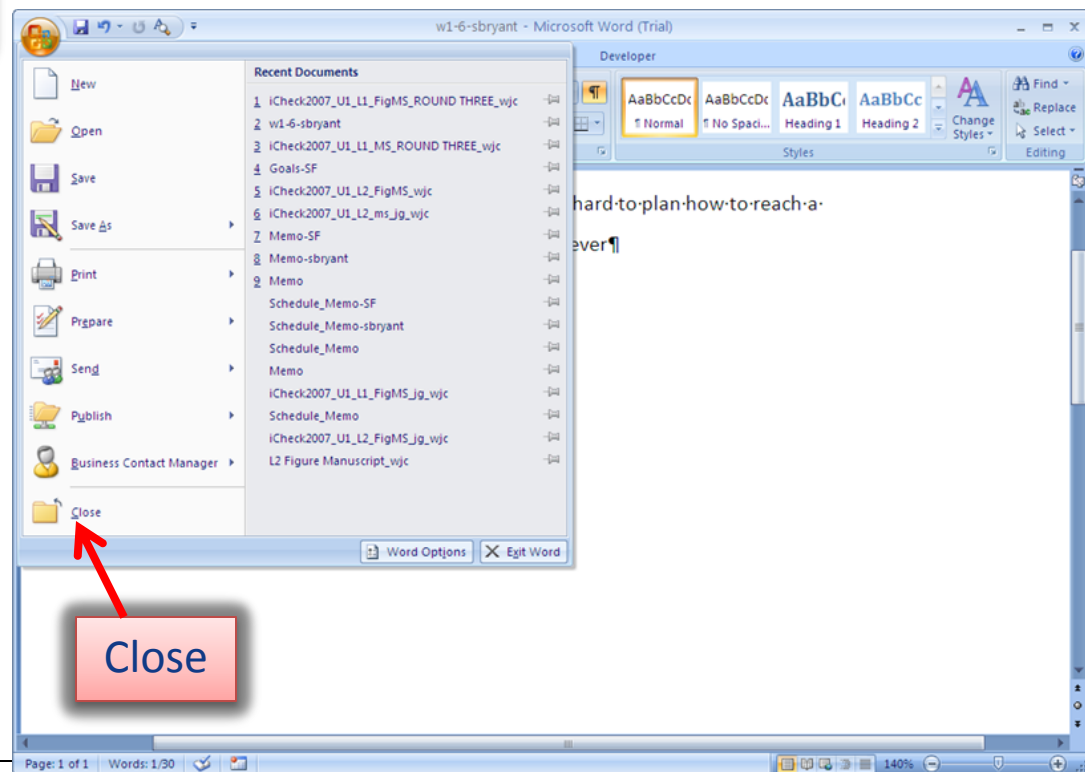
Use the **Print** dialog box to make choices such as the number of copies, or which printer you will use.



After you have finished and saved your work in a document, you can close it.

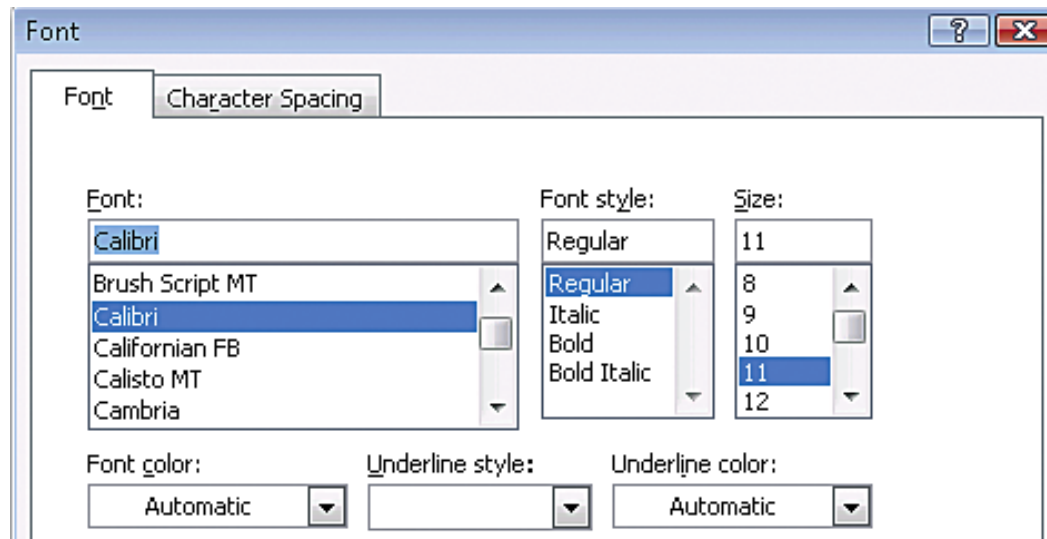
You can also close a document by clicking the **Close** button.

To close a document, use the **Close** command in the Office menu.



Close

Change the font and font style to make the text clearer and easier to read, and to enhance your document.



A **character** is an individual letter, number, symbol, or punctuation mark.

Examples of characters:

J 12 © ?

A **font** is the unique design of a set of characters. The automatic, or default, font in Word 2007 is Calibri.

Examples of fonts:

Arial Calibri Cambria

Font size refers to how large or small characters are. Font size is measured in points.

Examples of font sizes:

18pt. 24pt. 32pt.

Font style
refers to
effects such as
bold, *italic*,
and underline.

Examples of font styles:

Bold

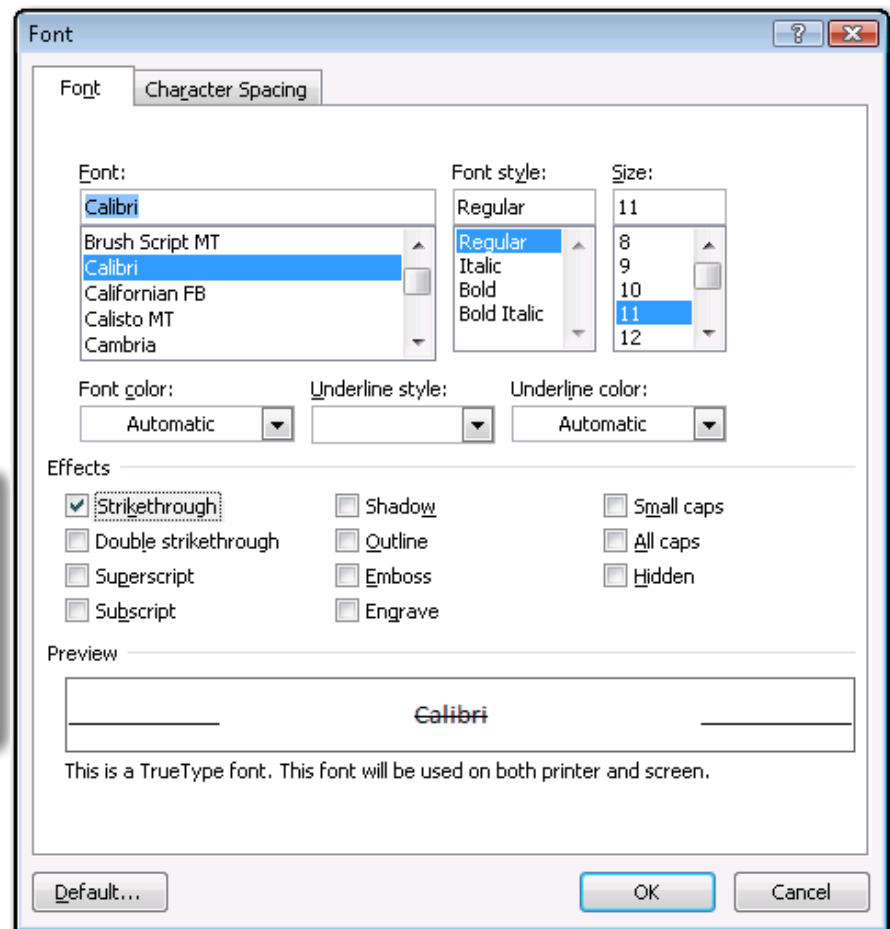
Italic

Underline

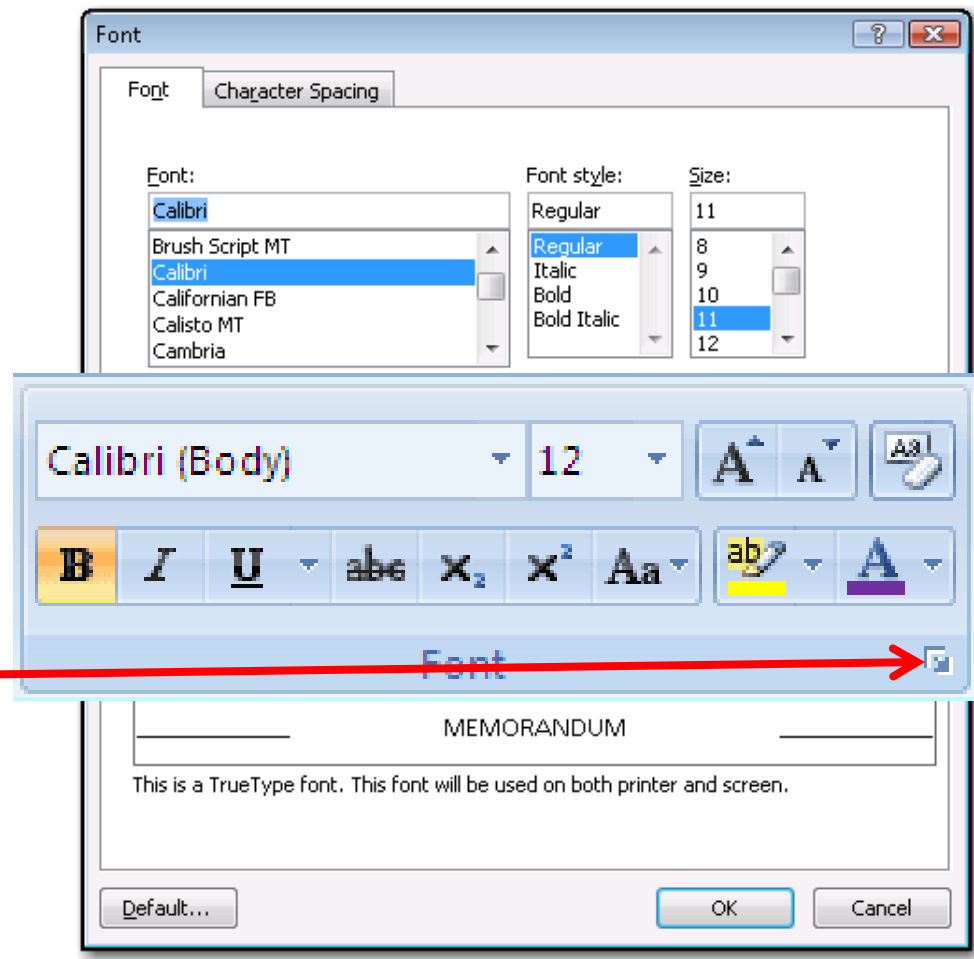
Apply these effects to words and phrases to add emphasis.

To make text stand out and *enhance* a text, or make it better, apply special formatting to characters.

Some special effects include **strikethrough**, **shadow**, and **ALL CAPS**.

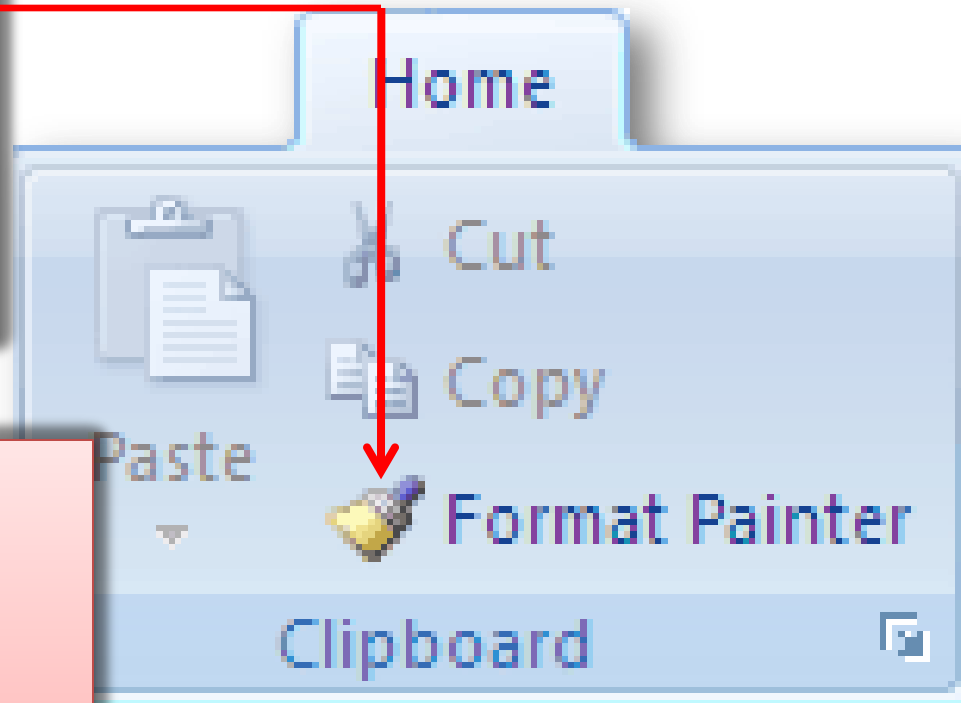


To modify font, style, and size, open the **Font** dialog box.

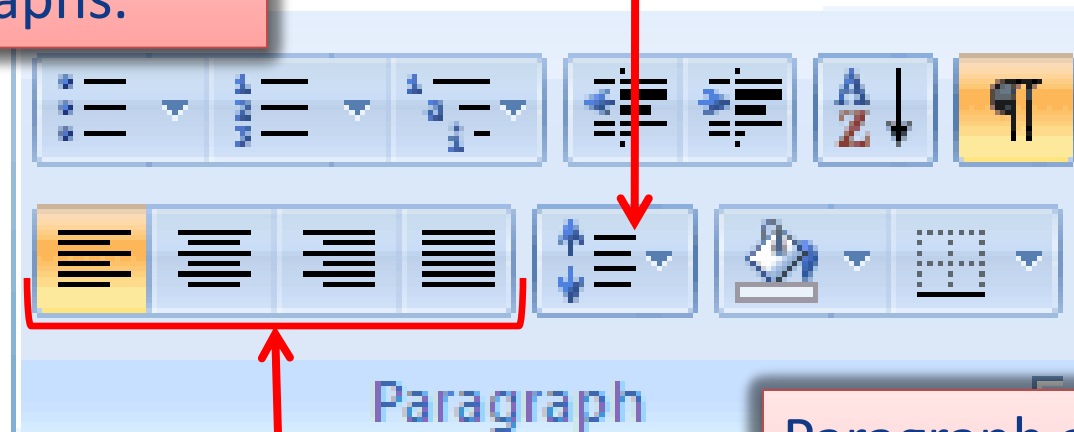


Utilize the **Format Painter** to copy multiple formats from one part of a document to another.

- To copy a Format to one location click **once**.
- To copy Format to multiple locations, **double click**.



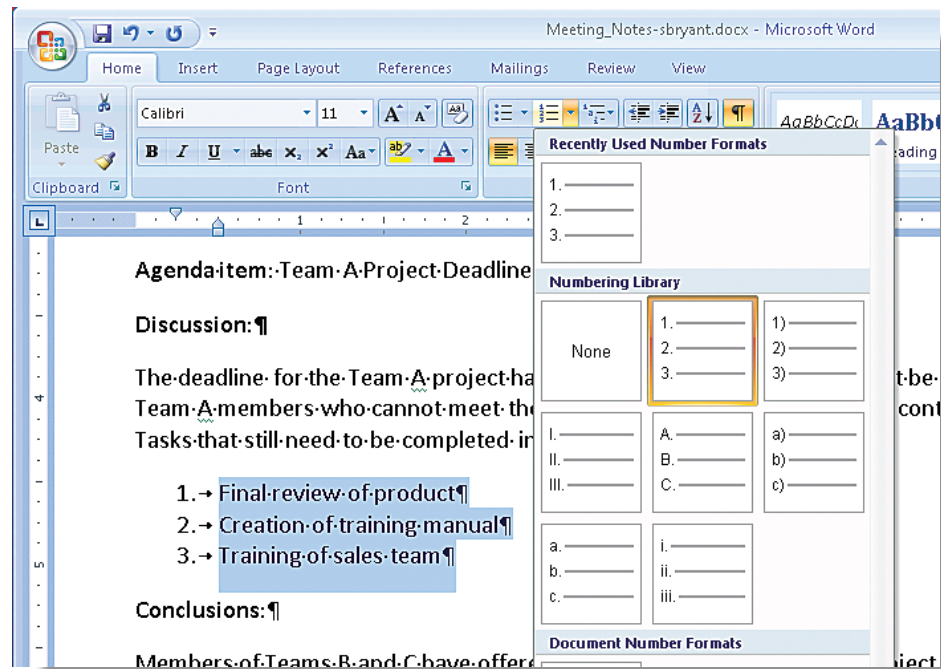
Line spacing allows you to change the space between lines and paragraphs.



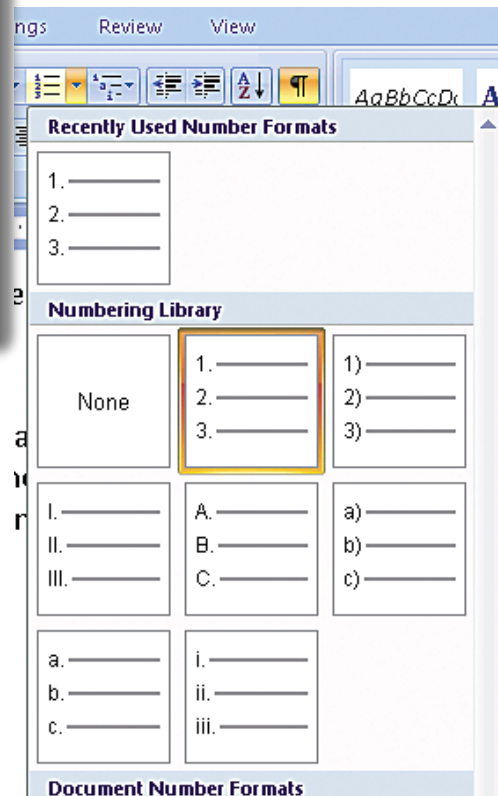
Paragraph alignment dictates how paragraphs are aligned on a page.

- Align Left, Right, Center, and Justify

Lists and outlines are an effective way to organize information in a document.



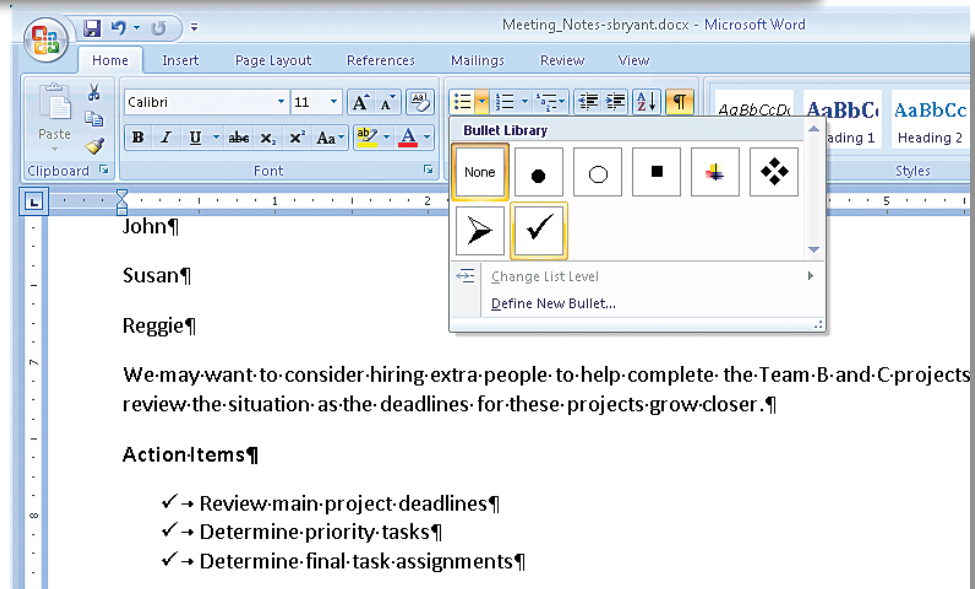
A **numbered list** is a list of items that appear in a particular sequence. Each item is preceded by a number or letter.



A numbered list indicates that items in a list should be viewed, or performed, in a particular order.

Bullets are symbols, shapes, or images such as dots, diamonds, or arrows.

In a **bulleted list** each item begins with a bullet to call attention to it.



Use a bulleted list if it does not matter in which order the items in the list are displayed.